

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)				THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET ASIDE		PAGE 1 OF 1 PAGES	
1. REQUEST NO. HSSCCG-09-Q-00013		DATE 08/21/2008		2. REQUISITION/PURCHASE REQUEST NO. (MULTIPLE)		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	
5a. ISSUED BY US DEPARTMENT OF HOMELAND SECURITY CITIZENSHIP AND IMMIGRATION SERVICES 70 KIMBALL AVENUE SOUTH BURLINGTON, VT 05403		6. DELIVERY BY (Date) Performance to begin 10/01/2008					
5b. FOR INFORMATION CALL (NO COLLECT CALLS)		7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)					
NAME Bob Wells		TELEPHONE NUMBER 802-872-4102		9. DESTINATION			
8. TO		a. NAME OF CONSIGNEE MULTIPLE					
a. NAME		c. COMPANY		b. STREET ADDRESS SEE ATTACHED QUOTE SCHEDULE			
e. STREET ADDRESS		d. CITY		g. CITY			
f. CITY		e. STATE		f. ZIP CODE		h. STATE	
i. ZIP CODE							
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE ON OR BEFORE CLOSE OF BUSINESS (Date) 08/28/2008, 3:00pm		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.					
11. SCHEDULE (Include applicable Federal, State and local taxes)							
11A. ITEM NO.	11B. SUPPLIES / SERVICES	11C. QUANTITY	11D. UNIT	11E. UNIT PRICE	11F. AMOUNT		
0001	ARMORED CAR SERVICES as described in the attached Statement of Work at any of the locations as listed in the attached. Please provide quotes on attached Quote Schedule. Offerors may quote on as many or as few locations as they choose.						
12. DISCOUNT FOR PROMPT PAYMENT -----		a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	CALENDAR DAYS (%)		
					NUMBER	PERCENTAGE	
NOTE: Additional provisions and representations <input checked="" type="checkbox"/> are <input type="checkbox"/> are not attached.							
13. NAME AND ADDRESS OF QUOTER				14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
a. NAME OF QUOTER							
b. STREET ADDRESS				16. SIGNER			
				a. NAME			
a. COUNTY				b. TELEPHONE (Include Area Code)			
b. CITY		c. STATE	d. ZIP CODE	c. TITLE			

The following Federal Acquisition Regulation (FAR) clauses and provisions are hereby incorporated by reference:

52.212-4	Contract Terms and Conditions –Commercial Items	Feb 2007
52.204-7	Central Contractor Registration	Apr 2008

The following FAR clauses and provisions are attached in full text:

52.212-1	Instructions to Offerors – Commercial Items	June 2008
52.212-2	Evaluation – Commercial Items	Jan 1999
52.212-3	Offeror Representations and Certifications – Commercial Items	June 2008
52.212-5	Contract Terms and Conditions Required to Implement Statutes or Executive Orders – Commercial Items	June 2008
52.222-42	Statement of Equivalent Rates for Federal Hires	May 1989
52.252-1	Solicitation Provisions Incorporated by Reference	Feb 1998
52.252-2	Clauses Incorporated by Reference	Feb 1998

NOTE: Services under this order are subject to the DOL Wage and Labor Determinations 2005-2047, rev 3, dated 05/29/2007, attached.

FAR 52.222-42, Statement of Equivalent Rates for Federal Hires (May 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 USC 5341 or 5332.

This Statement is for Information Only:

It is not a Wage Determination

Location	Employee Class	Monetary Wage -- Fringe Benefits
Ft. Smith, AR	GS-0085 Grade 4 Step 4	\$14.00/hr
Des Moines, IA	GS-0085 Grade 4 Step 4	\$14.00/hr
Las Vegas, NV	GS-0085 Grade 4 Step 4	\$14.00/hr
Raleigh, NC	GS-0085 Grade 4 Step 4	\$14.46/hr

NOTE: Services under this order are subject to the following DOL Wage and Labor Determinations, as applicable to each pickup location, which may be reviewed online:

Location	Number	Date	Web Link
Ft. Smith, AR	2005-2037, rev 5	05/29/2008	http://www.wdol.gov/wdol/scafiles/std/05-2037.txt
Des Moines, IA	2005-2205, rev 6	05/29/2008	http://www.wdol.gov/wdol/scafiles/std/05-2205.txt
Las Vegas, NV	2005-2331, rev 6	06/12/2008	http://www.wdol.gov/wdol/scafiles/std/05-2331.txt

VENDOR NOTE: Effective 10/01/2004, all vendors must have and active registration in the Central Contractor Registration (CCR). The website for the CCR is <http://www.ccr.gov>. For help in registering on the website, you can call the toll-free number **1-888-227-2423**. Effective 01/01/2005, all vendors must also have filed Online Reps & Certs (ORCA) as well. Please visit <http://orca.bpn.gov/login.aspx> to submit your ORCA.

Raleigh, NC	2005-2401, rev 6	05/29/2008	http://www.wdol.gov/wdol/scafiles/std/05-2401.txt
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FAR 52.252-1, Solicitation Provisions Incorporated By Reference (Feb 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

<http://www.arnet.gov/far>.

FAR 52.252-2, Clauses Incorporated By Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.arnet.gov/far>.

VENDOR NOTE: Effective 10/01/2004, all vendors must have and active registration in the Central Contractor Registration (CCR). The website for the CCR is <http://www.ccr.gov>. For help in registering on the website, you can call the toll-free number **1-888-227-2423**. Effective 01/01/2005, all vendors must also have filed Online Reps & Certs (ORCA) as well. Please visit <http://orca.bpn.gov/login.aspx> to submit your ORCA.

**STATEMENT OF WORK
ARMORED CAR SERVICES
VARIOUS LOCATIONS**

1. **Scope:** Provide secure transport of Government deposits from US Citizenship & Immigration Services (USCIS) offices to a Federal Reserve Bank or other depository. Such deposits may consist of currency, checks and securities, as identified in the attached quote schedule.

2. **Performance Periods:** 10/01/2006 through 09/30/2007, plus two (2) one-year options through 09/30/2009.

3. **Definitions:**

a) **"Business Day"** is defined as Monday through Friday, excluding any legal, bank, or other National Federal holidays, between the hours of 8:00 am and 4:30 pm, local time.

b) **"Daily"** is defined as occurring each business day.

4. **Requirement:**

a) **Pickup**

1. The Contractor will provide daily pickup service at the location and within the time range listed on the quote schedule.
2. The Contractor's employees are expected to enter the premises, proceed to the CIS pickup point, and receive the deposit pouch within a 15-minute time span (to the extent that events affecting such span are within the control of the contractor's employee).
3. The contractor shall provide a means for positive identification of employees assigned to receive deposits under this contract.

b) **Transport and Delivery**

1. The contractor shall provide for secure storage and transport of deposits while such are in the contractor's possession.
2. The contractor shall deliver deposits to the depository identified on the Bid Schedule by the stated delivery date and time, unopened, and undamaged.

c) **Supplies**

1. The contractor shall provide all deposit pouches, pickup record books and other supplies required for transporting the anticipated number of deposits from the pickup point to the location. Cost of supplies shall be included in the quoted pricing.

5. Responsibilities of the Contractor:

- a) **Responsibility for Property:** The Contractor assumes full responsibility for and shall indemnify the Government against any and all loss or damage of whatsoever kind to any and all property including currency, checks and securities in the Contractor's care for services to be performed under this Agreement, resulting in whole or in part from the acts or omission of the Contractor, or any employee, an agent or representative of the Contractor or subcontractors.
- b) **Hold Harmless and Indemnification Agreement:** The Contractors shall save and hold harmless and indemnify the Government against any and all liability, claims and costs of whatsoever kind and nature for injury to or death of any person or persons, and for loss of or damage to any property occurring in connection with or in any incidents to or arising out of the performance of work under the terms of this Agreement, resulting in whole or in part from the acts or omissions of the Contractor, or any employee, agent or representative of the Contractor or subcontractors.
- c) **Damage to Government Property for Causes Other Than Contractor's Negligence:** Nothing in any of the above paragraphs shall be considered to preclude the Government from receiving the benefits of any insurance the Contractor may carry which provides indemnification against any loss or destruction of or damage to property in custody and care of the Contractor where such loss, damage or destruction is to Government property. The Contractor shall do nothing to prejudice the Government's right to recover against third parties for any loss, damage or destruction of Government property, and upon the request of the Contracting Officer shall, at the Government's expense, furnish the Government all reasonable assistance and cooperation (including assistance in the prosecution of suit and the execution of instruments of assignment in favor of the Government) in obtaining recovery.
- d) **Insurance:** Policies shall contain an endorsement to the effect that cancellation or other material change adversely affecting the interests of the Government shall not be effective for such period as may be prescribed by the laws of the state in which this Agreement is to be performed and in no event less than thirty (30) days after written notice thereof to the Contracting Officer. The Contractor is required to provide the Contracting Officer with certificates evidencing required coverage described herein:
 - 1. **Worker's Compensation and Employer's Liability:** Contractors are required to comply with applicable federal and state worker's compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy, except when contract operations are so commingled with a contractor's commercial operations that it would not be practical to require this coverage. Employer's liability coverage of at least \$100,000 shall be required or of an amount sufficient to cover full liability,

except in states with exclusive or monopolistic carriers that do not permit worker's compensation be written by private carriers.

2. **Proof of Bonding and/or Insurance:** The Contractor shall furnish to the Contracting Officer proof of bonding and/or insurance.

6. **Department of Labor Wage Determination:** This Request for Quotation (RFQ) is being issued with the latest available wage determinations. The latest wage determination for each required area is attached. If it proves not to be current, or upon the execution of an Option Year, an updated determination will be incorporated by amendment or modification.
7. **Offer / Award:** Offerors may quote on one, all, or any combination of the pickup/delivery locations listed on the attached schedule. **Award will be made on an individual basis for each location.**
8. **Contractor's Established Line of Business:** The Government will only consider offers from firms or individuals whose established lines of business include Armored Car Services, NAICS Code 561613, as evidenced in the Central Contractor Registration (CCR).
9. **Pricing:** Pricing offered in response to this Request for Quotes shall be firm, fixed price for the duration of the specified term. Quoted pricing shall include all fees and surcharges the offeror expects to collect, including, but not limited to fuel surcharges and insurance fees. Quoted pricing shall also include the cost of the aforementioned supplies. No adjustments will be made for the duration of the period of performance nor during any option years for fuel surcharges or costs.
10. **Invoicing and Payment:** Invoicing shall be per individual service location following the "bill to" address provided for each service location. Invoicing shall be in accordance with FAR 32.905(b). Payment will be made by Electronic Funds Transfer (EFT) using the information provided via Central Contractor Registration (CCR).

11. Security Requirements

GENERAL

U.S. Citizenship & Immigration Services (USCIS) Security has determined that performance of this contract requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor), have access to USCIS' facilities and that the Contractor will adhere to the following.

SUITABILITY DETERMINATION

USCIS shall have and exercise full control over granting, denying, withholding or terminating unescorted facility access for Contractor employees based upon the results of a FBI Fingerprint Check. No employee of the Contractor shall be allowed unescorted facility access without a favorable suitability determination by the Office of Security & Investigations (OSI).

BACKGROUND INVESTIGATIONS

Contract employees (to include applicants, temporaries, part-time and replacement employees) under the contract, needing unescorted facility access shall undergo a fingerprint check. All fingerprint checks will be processed through OSI. Prospective Contractor employees shall submit the following completed forms to OSI through the COTR no less than 30 days before the starting date of the contract or 30 days prior to entry on duty of any employees, whether a replacement, addition, subcontractor employee, or vendor:

1. Standard Form 85P, "Questionnaire for Public Trust Positions"
2. FD Form 258, "Fingerprint Card" **(2 copies)**
3. Position Designation Determination for Contract Personnel Form
4. Foreign National Relatives or Associates Statement

USCIS will provide required forms at the time of award of the contract. Only complete packages will be accepted by OSI. Specific instructions on submission of packages will be provided upon award of the contract.

USCIS will consider only US Citizens and Lawful Permanent Residents for employment on this contract.

EMPLOYMENT ELIGIBILITY

The Contractor must agree that each employee working on this contract will have a Social Security Card issued and approved by the Social Security Administration. The Contractor shall be responsible to USCIS for acts and omissions of his own employees and for any Subcontractor(s) and their employees to include financial responsibility for all damage or injury to persons or property resulting from the acts or omissions of the contractor's employees.

Subject to existing law, regulations and/or other provisions of this contract, illegal or undocumented aliens will not be employed by the Contractor, or with this contract. The Contractor will ensure that this provision is expressly incorporated into any and all Subcontracts or subordinate agreements issued in support of this contract.

CONTINUED ELIGIBILITY

If a prospective employee is found to be ineligible for access to USCIS facilities the COTR will advise the Contractor that the employee shall not be assigned to work under the contract.

USCIS reserves the right and prerogative to deny and/or restrict the facility access of any Contractor employee whose actions are in conflict with the standards of conduct, 5 CFR 2635 and 5 CFR 3801, or whom USCIS determines to present a risk of compromising sensitive Government information to which he or she would have access under this contract.

The Contractor will report any adverse information coming to their attention concerning

contract employees under the contract to USCIS OSI. The subsequent termination of employment of an employee does not obviate the requirement to submit this report. The report shall include the employees' name and social security number, along with the adverse information being reported.

OSI must be notified of all terminations/resignations within five days of occurrence. The Contractor will return any expired USCIS issued identification cards and building passes, or those of terminated employees to the COTR. If an identification card or building pass is not available to be returned, a report must be submitted to the COTR, referencing the pass or card number, name of individual to whom issued, the last known location and disposition of the pass or card.

SECURITY MANAGEMENT

The Contractor shall appoint a senior official to act as the Corporate Security Officer. The individual will interface with the Security Office through the COTR on all security matters, to include physical, personnel, and protection of all Government information and data accessed by the Contractor.

The COTR and the Security Office shall have the right to inspect the procedures, methods, and facilities utilized by the Contractor in complying with the security requirements under this contract. Should the COTR determine that the Contractor is not complying with the security requirements of this contract, the Contractor will be informed in writing by the Contracting Officer of the proper action to be taken in order to effect compliance with such requirements.

RFQ #HSSCCG-09-Q-00013
ARMORED CAR SERVICES
QUOTE SCHEDULE

<u>Pickup Location FULL ADDRESS</u>	<u>Delivery Location FULL ADDRESS</u>
USCIS 3373 Pepper Lane Las Vegas, NV 89120	Bank name: Bank of America 6035 S. Eastern Ave. Las Vegas, NV 89119
Pickup between 8:00 am and 4:00 pm Monday through Friday (On call basis 2-3 times per week	Same day delivery prior to 5:00 pm

Deposits consist of checks only, no cash. Check deposits are re-constructible, and minimal deposit insurance is required.

<u>Period</u>	<u>Monthly</u>	<u>Ext.</u>
Base Period (FY09) (12 months)		
10/01/2008 through 09/30/2009	\$_____	\$_____
	\$_____	\$_____
	\$_____	\$_____

Vendor
Name: _____

DUNS# _____

NOTE: Prices quoted herein shall be inclusive of all fees, insurance and deposit bags required to perform the described work, as indicated in the Statement of Work. Award will be firm, fixed price. Invoice charges exceeding the above quoted rates for the services as specified herein shall not be payable.

RFQ #HSSCCG-09-Q-00013
ARMORED CAR SERVICES
QUOTE SCHEDULE

<u>Pickup Location FULL ADDRESS</u>	<u>Delivery Location FULL ADDRESS</u>
USCIS 301 Roycroft Drive Durham, NC 27703	Bank name: Wachovia 8911 Brier Creek Parkway Raleigh, NC 27617
Pickup between 9:00 am and 12:00 pm Friday	Same day delivery prior (Friday) to 4:00 pm

Deposits consist of checks only, no cash. Check deposits are re-constructible, and minimal deposit insurance is required.

<u>Period</u>	<u>Monthly</u>	<u>Ext.</u>
Base Period (FY09) (12 months)		
10/01/2008 through 09/30/2009	\$_____	\$_____
	\$_____	\$_____
	\$_____	\$_____

Vendor
Name: _____

DUNS# _____

NOTE: Prices quoted herein shall be inclusive of all fees, insurance and deposit bags required to perform the described work, as indicated in the Statement of Work. Award will be firm, fixed price. Invoice charges exceeding the above quoted rates for the services as specified herein shall not be payable.

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ARMORED CAR SERVICES
QUOTE SCHEDULE

<u>Pickup Location FULL ADDRESS</u>	<u>Delivery Location FULL ADDRESS</u>
USCIS Des Moines Field Office 210 Walnut Room 369 Des Moines, IA 50309	Bank name: Bank of America 317 6 th Avenue Des Moines, IA 50309
Pickup between 8:00 am and 12:00 pm Tuesday and Thursday	Same day delivery prior to 3:00 pm

Deposits consist of checks only, no cash. Check deposits are re-constructible, and minimal deposit insurance is required.

<u>Period</u>	<u>Monthly</u>	<u>Ext.</u>
Base Period (FY09) (12 months)		
10/01/2008 through 09/30/2009	\$_____	\$_____
	\$_____	\$_____
	\$_____	\$_____

Vendor
Name:_____

DUNS#_____

NOTE: Prices quoted herein shall be inclusive of all fees, insurance and deposit bags required to perform the described work, as indicated in the Statement of Work. Award will be firm, fixed price. Invoice charges exceeding the above quoted rates for the services as specified herein shall not be payable.

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ARMORED CAR SERVICES
QUOTE SCHEDULE

<u>Pickup Location FULL ADDRESS</u>	<u>Delivery Location FULL ADDRESS</u>
USCIS 4977 Old Greenwood Road Fort Smith, AR 72903	Bank name: First National Bank 6 th & Garrison Fort Smith, AR 72902
Pickup between 9:00 am and 1:00 pm Thursday	Same day delivery (Thursday) prior to 4:00 pm

Deposits consist of checks only, no cash. Check deposits are re-constructible, and minimal deposit insurance is required.

<u>Period</u>	<u>Monthly</u>	<u>Ext.</u>
Base Period (FY09) (12 months)		
10/01/2008 through 09/30/2009	\$_____	\$_____
	\$_____	\$_____
	\$_____	\$_____

Vendor
Name:_____

DUNS#_____

NOTE: Prices quoted herein shall be inclusive of all fees, insurance and deposit bags required to perform the described work, as indicated in the Statement of Work. Award will be firm, fixed price. Invoice charges exceeding the above quoted rates for the services as specified herein shall not be payable.